

## **TOWN OF HOLLYWOOD PARK**

**TITLE: CITY SECRETARY**

**STATUS: EXEMPT**

**REPORTS TO: MAYOR**



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### **JOB DESCRIPTION:**

Appointed by City Council. Is the custodian of official records and public information officer. Provides continuity to Mayor and City Council. Knowledgeable of city, state and federal laws relating to the position. Provides assistance and information to citizens, council members, board and commission members, and staff. Prepares agendas. Attends and prepares minutes of all meetings. Conducts and coordinates Town elections. Must acquire municipal clerk certification and keep current with re-certifications. Other duties as required by law and assigned.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Serves as City Secretary, Administration Office Manager, Records Management Officer, Public Information Officer and Notary. Must be bondable.
- Is custodian of all official Town records; keeper of Town seal; responsible for destruction logs, attests or certifies official documents; performs administrative and legal requirements; certify petitions.
- Coordinates and attends all City Council, board, and commission meetings and prepares packets and other materials, minutes and agendas.
- Is designated office and records keeper for all City boards and commissions.
- Coordinates live streaming of Town meetings.
- Responsible for permit and license applications and issuance.
- Prepares & coordinates Town elections; oversees and conducts early voting.
- Counter-signs Town checks.
- Must maintain, coordinate and update the Town's code of ordinances.
- Must stay current on all legislation affecting Cities; must attend required educational seminars.
- Handles all inquiries from the public, citizens and council regarding ordinances, Town policies, public concerns and complaints.
- Coordinates with other local, state, and federal agencies as needed;
- Coordinates with other Town employees, officers, vendors, and contractors when necessary.
- Provides assistance with the municipal court, when needed.
- Administers oaths of office and statements of elected and appointed officials.
- Keeps computerized records and updates, as required by law or Town policy.
- Processes official publications.
- Responsible for the official Town bulletin board and marquee.
- Performs other duties as assigned or required.
- The above duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.

### **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:**

Town of Hollywood Park – City Secretary

- Minimum high school graduate or G.E.D. recipient. Bachelor's Degree preferred.
- 1-2 years experience preferred.
- Be a graduate of the Texas Municipal Clerks Certification Program or become certified within three (3) years from date of employment.
- Must possess a valid Texas Driver's License.
- Must possess Notary Public certification and be able to perform Notary tasks.
- Must be able to read and write in the English language.
- Must be able to articulate and convey information in a professional manner.
- Must possess proficient customer service skills for dealing with citizens, officials, vendors and contractors.
- Must be able to operate and navigate a computer system running Microsoft Windows in a proficient manner.
- Be proficient in Microsoft Word, Excel, and Adobe Acrobat.
- Experience with Incode software preferred but not required.